

Brickyard News

Louisiana Property Assistance Agency

Special points of interest:

- **Fiscal Year Balancing**
- **User Deletions**
- **Certification Form**
- **Copier Sanitation**
- **Personal Assignment/
Home Storage**
- **Temporary Removal**



Auction Information

The next auctions will be on July 9th and August 13th. Remember you can view the items at the auction site three days prior to the auction date. For a copy of the auction brochure and buyers guide, please view our website the week of the auction.

La Property Assistance Agency

P O Box 94095

1059 Brickyard Lane

Baton Rouge LA 70804-9095

(225) 342-6849 Main

(225) 342-6853 Compliance

(225) 342-6855 Fleet

- www.doa.louisiana.gov/lpaa

Fiscal Year Balancing

The end of the 2011 fiscal year is approaching quickly, and balancing your inventory will make property and fleet management much more manageable. Here are a few suggested things to do at the end of each fiscal year:



- **Additions/Acquisitions.** Run an Additions Report in AMS to make sure each item over \$1,000 purchased in FY11 was properly tagged.
- **Deletions/Dispositions.** Running a Deletions Report shows which assets have been removed from your inventory. These items could be removed due to surplus, scrap, transfer, etc.
- **Open Transfers.** An Open Transfer Report will allow you to see transfers still pending regardless of method. Be sure items picked up or delivered to surplus have been removed from inventory. If there are open transfers that require hard copy back-up, contact your auditor.
- **Vehicle Utilization and Maintenance.** Each month, fleet vehicle information must be entered into AMS. This information includes ending monthly mileage, gallons and cost of fuel, maintenance, and repair costs. Going through this report will show if you have missed any months entries.
- **Vehicle Past Due Maintenance.** Fleet vehicles are set on a maintenance schedule. When maintenance is done, it must be recorded in AMS. This report shows which vehicles are past due on maintenance.

Here are a few other hints for preparing for the 2012 fiscal year.

- Property and fleet records should be kept three years plus current. So, unless your agency's Record Retention Schedule specifies differently, fiscal year 2007/2008 and older can be disposed of.
- If you have updated your location index or internal procedures, be sure to fax a copy to LPAA at 225-342-6891.
- If you feel you are missing paperwork that should be retained in your property records, contact LPAA to receive a copy.

AMS User Deletions

LPAA stresses to keep contact information up to date in AMS. This includes emails, phone numbers, fax numbers, and agency addresses. If your agency moves, please send a notification to your auditor with the new address. Any contact information changes can be sent to LPAA by emailing Shannon.Rushing@la.gov.

Since September 2005, LPAA has been reminding agencies about user deletions. **Persons who have not accessed the system in over a year will be deleted without notification. Persons who have been issued an ID, but have not logged on within three months of that issuance will be deleted.** We suggest all agencies run the User Access List under the Contact Reports and be sure all persons listed are still employed and need access.

Certification of Annual Property Inventory Form

The Certification of Annual Property Inventory Form is completed once a year. It can be confusing for new property managers. You will need the last page of the Certification Report from AMS, an Unlocated Report, an Additions report (if anything was added during inventory), a Deletions Report (if anything was removed during inventory), and last years certification. Here is a step by step of what should go in the fields for **the 2011 inventory**:

CERTIFICATION OF ANNUAL PROPERTY INVENTORY

Actual Due Date: actual due date Agency Number: five digit agency number (24821)
 Date Submitted: date submitted to LPAA

I hereby certify that the complete physical inventory and the agency inventory master file listing dated date on last page print out in the amount of \$original total cost are in accordance with State Property Control Regulations (Chapter 3, Paragraph 313 F 11) with the exception of any attached discrepancies and represent a true and accurate accounting to the best of my knowledge. I certify that this agency complies to all property rules and regulations pertaining to the accountability and disposal of all tagged and untagged property.

Total Dollar Amount on Master File Listing: \$ original cost from last page print out
 (copy of last page must be attached)

Adjustments: original cost of any items added to inventory but not listed on print out.

Acquisitions:

(equipment received prior to print-out date but not listed on print-out)

copy from last year's certification

(+) \$

copy from current unlocated report

Previous Year Discrepancies:

(use totals from current year and last year certification; report must be attached)

Previous Inventory

(do not subtract from total)

Current Inventory

1st Previous Year Dollar Amount

\$

(-) \$

2010

2nd Previous Year Dollar Amount

\$

(-) \$

2009

3rd Previous Year Dollar Amount

\$

(-) \$

2008

(if 3rd year, include transfer for 3rd PYD)

original cost of any items removed during inventory

(-) \$

Dispositions:

(equipment disposed of prior to print-out date but is listed on print-out)

Adjusted Dollar Amount of Inventory: total dollar + acquisitions—unlocated—dispositions = adjusted

Dollar Amount of Current Year Discrepancies:

\$ current year unlocated items

Total Number of Items on Inventory Master File

how many items on inventory

Agency Head Information

Agency Head's Name (Print or Type)

Agency Head's (Signature)

Property Manager Information

Property Manager's Name (Print or Type)

Property Manager (Signature)

Attachments:

____ Copy of last page of print-out (required)

____ Discrepancy (Unlocated) Report

____ Copy of transfer for 3rd PYD

Agency Name

Agency Address

Also send a location index and explanation of
 xc: Legislative Auditor **2011 unlocated items.**

Telephone

Sanitation Policy—Reminder

In the March 2010 issue of the Brickyard News, we reported that prior to surplusing computers agencies must follow the OIT data classification guideline. This guideline should be the same for copiers, fax machines, scanners, and ipads, along with other electronic equipment that store data.

CBS News reported the dangers in digital copiers:

“Modern-day copiers - anything built after 2002 - are essentially computers that store an image of every document scanned, copied or emailed onto a hard drive. Once that rather stunning fact sunk in, I started doing the mental calculation - adding up the number of times over the years I've used the office copier or that 24-hour shop down the street to make copies of my tax returns, investment portfolio, driver's license, passport or bank records. Safe to say, it was not a good feeling. As part of our investigation we purchased copiers at a warehouse where 6,000 used copiers sat around waiting to be shipped to new buyers. As it turns out, our copiers contained tens of thousands of documents.”



http://www.cbsnews.com/8301-31727_162-20002830-10391695.html

The copiers mentioned in the article are not from LPAA, but copiers received to our warehouse are sold to the general public at auction. **Any copiers leased/rented through the State Purchasing contract already follow the policy of clearing the information**, per the lease agreement. If your agency owns copiers, be sure you follow proper procedures

Personal Assignment/Home Storage Requests

Personal Assignment and Home Storage Request Forms (MV-2) were due to LPAA on May 1st. If you have not forwarded them to LPAA, please do so this week.



Many property/fleet coordinators have expressed their concern in not seeing the ending result of the MV-2 request. Although the driver, fleet manager, and agency head may sign off on the MV-2, it is ultimately up to the Commissioner of Administration to approve or reject the personal assignment or home storage.

To see if a request has been approved, pull up the vehicle in AMS by the asset number. There is an expandable section at the bottom of the page labeled Assignments. Expanding this section will give you the history on any personal assignment/home storage of this vehicle. The assignment will be one of the following:

- **Approved– Active.** Driver is approved for the requested assignment.
- **Approved –Inactive.** Driver is no longer approved for assignment (mostly due to ending of fiscal year).
- **Pending.** Request is pending review.
- **Rejected.** Request has been rejected and driver cannot go forward with the requested assignment.

If you know of anyone abusing a state vehicle, you can report it anonymously to LPAA by using the Report of Possible Misuse, Abuse, or Neglect Form on the website: <http://www.doa.louisiana.gov/lpaa/forms/form-vehiclecomplaint.pdf>.

Compliance Fax Numbers

In the past, the compliance section has provided for the utilization of two fax numbers which included 225-342-6891 and 225-342-6167. As of July 1, 2011, the 225-342-6167 number will no longer be available to receive faxes. Please ensure that all faxes sent to the compliance sections are sent to the 225-342-6891 fax number or they will not be received.

